

**MILPER MESSAGE NUMBER : 09-003**  
**AHRC-PDV-E**  
**UPDATE TO EVALUATIONS SUBMISSION PROCEDURES**  
Issued: [01/08/2009]

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1. Purpose: To change evaluation report submission procedures, recap information previously authorized by MILPER messages in support of the Army's transition to a fully-electronic evaluations system, and provide general information on this transition.

2. References:

a. MILPER Message 08-051, subject: Mandatory Electronic Evaluation Submission, 22 February 2008.

b. MILPER Message 08-098, subject: Military Evaluation Accountability and Processing Information Changes – Part 3, 4 April 2008.

c. MILPER Message 08-129, subject: Update on the NCOER Transition into a Single Evaluation Processing System (SEPS) and Extension for Upcoming RA and USAR NCO Boards, 12 May 2008.

d. MILPER Message 08-186, subject: Extension for Regular Army MSG Board and Interim Guidance for NCOER Submissions, 14 July 2008.

3. Submission Requirements.

a. Background. Effective 1 April 2008, evaluation report submissions to HQDA must be via AKO Forms using current evaluation report form versions. As of the date of this MILPER message, these are OER versions 6.5 or 6.0 and NCOER version 6.0. The latest form versions can always be obtained by creating a final evaluation from a support/counseling form using AKO Forms or by starting a new form from either the AKO Forms application or the APD website. POC website contains training slides on these tasks.

b. All OER and NCOER (except ARNG NCOER) must be submitted to HQDA using AKO Forms, unless they meet one of the exceptions in paragraph 3.d. of this message. The following locations no longer accept any OERs and NCOERs for processing: HRC-St Louis, HRC-Indianapolis, and Army National Guard Readiness Center. Units mailing originals or copies of OERs and NCOERs (except ARNG NCOER) under the provisions of paragraph 3.d. of this message will use the following address: USAHRC, ATTN: AHRC-PDV-ER, 200 Stovall Street, Alexandria, VA 22332-0442. All ARNG NCOER will be mailed to the individual rated Soldier's State MILPO. For submission of ARNG NCOER, POC information for State MILPOs is available on the POC website.

c. Older Form Versions. Effective 1 February 2009, the U.S. Army Human Resources Command (HRC) will no longer accept email attachments of digitally-signed OER and NCOER on older form versions. Older versions of evaluation report forms are defined as versions 4.0, 3.0, 2.0, 1.0 (for OER) and versions 5.0 and 4.0 (for NCOER), which cannot be sent to HQDA using AKO Forms. These older form versions were removed from Army Publishing Directorate (APD) forms catalogs in September 2007 or earlier and, if being held and used at the unit level, need to be deleted. This MILPER message supersedes and rescinds all previous authorizations on this topic contained in references a through d.

d. Other Exceptions to Electronic Submission through AKO Forms.

(1) Units Deployed to Contingency Theater of Operations. Deployed units (e.g., units in Iraq, Kuwait or Afghanistan, or the Sinai through redeployment/reconstitution phase (not to exceed 90 days)) are encouraged to submit evaluations to HQDA using AKO Forms whenever possible. Deployed units have the option to automatically email any digitally-signed evaluations as .XFDL format attachments to [tapcmse@conus.army.mil](mailto:tapcmse@conus.army.mil) (for OER) or [tapcmser@conus.army.mil](mailto:tapcmser@conus.army.mil) (for NCOER, except ARNG NCOER). We are no longer requiring deployed units to request authorization to email OER and NCOER to HQDA. However, the sender's deployed status must be visible either in the email address, signature block, or email text. Units that fail to make the deployed status clear may have evaluation reports rejected. Deployed units must comply with the Eval-by-Email SOP (available from POC or the Evaluation Systems Office website) when emailing evaluation reports to HQDA. Deployed units may allow individuals to ink sign evaluations when needed.

(2) CAC Signature Not Possible. Non-deployed units may allow individuals to ink sign evaluations when CAC have been turned in due to retirement or release from service. These evaluation reports must be mailed to the mailing address provided in paragraph 3.b. Commanders should ensure rating officials complete all evaluations prior to CAC turn-in whenever possible to avoid ink-signing and mailing requirements.

(3) Older Evaluation Reports. Old reports that have never been submitted to and are not visible in any status in the Interactive Web Response System (IWRS) online application may not be capable of being submitted to HQDA using AKO Forms as many of these forms have ink signatures or are paper copies of evaluation reports with digital signatures. These evaluation reports must be mailed to the mailing address provided in paragraph 3.b. HRC will acknowledge receipt of any DA Forms 200 included with these evaluations by emailing senders who include a correct email address with the unit address or by mailing them back to the sender. When submitting old or missing evaluation reports, there is no requirement for a written exemption.

4. HQDA Reset of Late Evaluation Report Statistics. Effective immediately, individual Senior Rater Evaluation Submission Timeliness Reports and IWRS late reports will be reset to record only those late OER and NCOER received at HQDA on and after 1 January 2009. An evaluation report is considered late when received by HQDA/HRC Evaluation Processing Branch more than 90 days past the evaluation's THRU date. This reset is being done to minimize the impact of HQDA-level system transitions on individual and unit lateness statistics. The reset of late statistics does not affect other IWRS reports or senior rater profiles.

5. HQDA-level Processing. HQDA processing timeliness for OER and NCOER is reaching a stable state. Evaluations continue to be processed in time for selection boards if they are received error-free by the dates established in board messages. Generally, OER without errors are taking approximately 2 weeks to be posted to individual OMPF and NCOER should reach a similar state in February 2009.

6. Regulation Staffing Pending. POC is working toward a revision and staffing of both AR 623-3 and DA PAM 623-3, Evaluation Reporting System. This regulation update is to correct minor administrative discrepancies; there are no major regulation changes anticipated at this time.

7. POC: USA HRC Evaluation Systems Office, telephone (703) 325-9660 (DSN: 221), email [tapcmse@conus.army.mil](mailto:tapcmse@conus.army.mil). POC website may be accessed at [https://www.hrc.army.mil/site/Active/TAGD/ESPD\(formerly\\_MSD\)/msdweb.htm](https://www.hrc.army.mil/site/Active/TAGD/ESPD(formerly_MSD)/msdweb.htm).